

D/Pers 83-5625DD/A Registry
83-4791/3DEC 19 1983 ATT. ER 83-5149
ER 83-2501
DIPERS 83-1281
DDA 83-0311/21

MEMORANDUM FOR: Executive Director

THROUGH: Deputy Director for Administration

FROM: Robert W. Magee
Director of Personnel

SUBJECT: Continued Interest in Day Care Center

REFERENCES: A. Note from ExDir to DDA, Subject: Day Care Center, dated 1 December 1983

B. Memorandum from D/Pers to ExDir, Subject: Continued Interest in Day Care Center, dated 9 December 1983

Check:

1. As a follow on to Reference B, a meeting was held with members of the Federal Women's Board on this issue. [] Chairman, Federal Women's Program Board, is to prepare an updated paper on what she has learned about current programs elsewhere. She will be meeting on the 23rd of December with the head of the Fort Belvoir Day Care Center as part of this fact-finding exercise. We will receive her paper shortly after that date.

2. [] has spoken with [] who indicated that OGC is expected to render an options paper to [] in approximately a week. [] will furnish [] a copy to include in our current review.

3. After we have assembled this data, I will let you know what actions I think are appropriate.

/s/ Bob
Robert W. Magee

DISTRIBUTION:

Original - Addressee
1 - D/Pers
2 - DDA
1 - Executive Registry
1 - DD/Pers/SP

DD/Pers/SP [] 9 December 1983
RETYPE/DD/Pers/SP [] 15 December 1983



Central Intelligence Agency
Washington, D.C. 20505

DD/A Registry

83-4791/1

1 December 1983

Executive Director

NOTE FOR THE DDA

Re our conversation about the Day Care Center.

Suggest that [] (or whomever you have pursuing this) contact either [] Chairman, Federal Women's Board [] or [] [] the Board member particularly concerned with this issue.

[] tells me that one of the current CTs expressed interest on the part of other male CTs in a Center - and, in fact, has a candidate for its supervisor.

[]
Charles A. Briggs

D/Pers 83-5635

9 1983

MEMORANDUM FOR: Executive Director

FROM: Robert W. Magee
Director of PersonnelSUBJECT: Continued Interest in the Day Care
CenterREFERENCE: Note from ExDir to DDA, Subject: Day Care
Center, Dated 1 December 1983

STAT

STAT In view of the most recent expressed interest in the day care center, [redacted] will be contacting both [redacted] of the Federal Women's Board to arrange a meeting on this matter. I believe that a discussion of this nature is appropriate in order to determine what changes have taken place since the last dialogue with the Federal Women's Program Board approximately a year ago. I will advise you of the results of this meeting, which is scheduled for Monday, 12 December, at 10:00 AM.

STAT

[redacted]

Robert W. Magee

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1 - Executive Registry

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DD/Pers/S [redacted] j1/9 December 1983

STAT

ADMINISTRATIVE - INTERNAL USE ONLY

21C in

21 Oct 83

83-5149 ✓

NOTE TO: Executive Director

Chuck —

Referring to your recent briefing about the status of the new building and your question concerning the potential use of 150,000 "extra" square feet, I asked for the Federal Women's Program report on the proposed Day Care Center. You will recall that in the briefing, when you asked about the feasibility of including a Day Care Center in the new building, you were told that the idea had not been supported because the women wanted the facility to be operated relatively free of charge. At Tab 1 of the attached papers you will see that the women specifically state that they would be willing to pay going rates in order to have a center. *

Tab 2, a note from the Director of Personnel, indicated that federal funds could not be expended for a Day Care Center without specific authorization, and that location within the new or any other building would raise security, cover, and clearance problems.

At Tab 3, a memo from you to the Federal Women's Board, you indicated that the new building was oversubscribed by 72,000 square feet. Since your memo, a decision has been made somewhat off line to include a more modern gymnasium facility in the new building. You will recall that the Building Planning Staff was uncomfortable that this decision had been made without revisiting the issue of the Day Care Center.

I provide these materials in case you wish to review any of the points you made during that briefing about the need to include employee services in the new building.

STAT

To: DDA

Harry

STAT

* Misinterpretation? I noted the probable acquisition of space at [redacted] in the context of "quality of life" improvements. Nonetheless — and particularly having Tab 3 referred back to me — I toss this on the table.

STAT

11/4/83

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B103

ADMINISTRATIVE - INTERNAL USE ONLY

JISC W

21 Oct 83

NOTE TO: Executive Director

chuck —

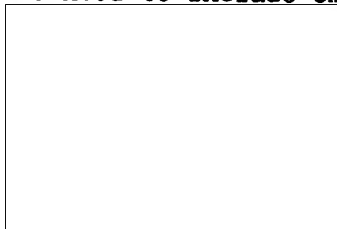
ER
83-5149
AH. ER 83-2501
DIPERS 83-1281
DDA 83-081124

Referring to your recent briefing about the status of the new building and your question concerning the potential use of 150,000 "extra" square feet, I asked for the Federal Women's Program report on the proposed Day Care Center. You will recall that in the briefing, when you asked about the feasibility of including a Day Care Center in the new building, you were told that the idea had not been supported because the women wanted the facility to be operated relatively free of charge. At Tab 1 of the attached papers you will see that the women specifically state that they would be willing to pay going rates in order to have a center.

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I provide these materials in case you wish to review any of the points you made during that briefing about the need to include employee services in the new building.



STAT

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B103

DCI
EXEC
REG

B2-2501

FEB 26 1 20 PM '82

26 February 1982

MEMORANDUM FOR: *Chairman, Federal Women's
Program Board*

FROM: *John N. McMahon
Executive Director*

SUBJECT: *Your Memorandum, 18 February 1982*

Charlotte:

1. *Thank you for the update on your Board's efforts and I look forward to meeting with you when you have completed your findings on the day care center and women managers development. I would look to you to take the initiative in establishing that meeting.*

2. *In the interim, I would welcome any comments or suggestions that the Board may have which might be pertinent to my responsibilities at this time.*

STAT

John N. McMahon

ADMINISTRATIVE-INTERNAL USE ONLY

24 May 1982

MEMORANDUM FOR: John McMahon, CIA Executive Director

THROUGH : [redacted] D/EEO
[redacted], Manager, Federal Women's ProgramFROM : CIA Federal Women's Program Board
[redacted] Chair

SUBJECT : Proposed Day Care Center

Summary: In 1981 the DDI (NFAC) Working Group of the Federal Women's Program circulated a directorate-wide survey to determine the interest in having a day care center for Agency employees. Based on the overwhelmingly positive response to that survey, the Working Group asked the FWP Board to look into the issue Agency-wide. A subcommittee of the Board was formed to conduct an informal inquiry to determine the extent and nature of interest in a day care center, as well as preferences on a wide range of related subjects. The Directorate Working Groups were asked to sample opinion in their directorates.

Findings: As a result of that inquiry, as well as a more general awareness of such things as the growing number of working parents (substantiated by the 1981 census) and the need to recruit more of those working parents for the Agency, the Board has found that substantial interest exists in forming a day care center. The Board recommends that the highest level of Agency management should consider whether such a facility is feasible in the new building or another location. If it is feasible, we feel that steps should be taken soon to ensure its existence in the future.

NFF

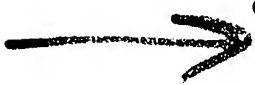

Based on our specific questions to the Directorate Working Groups, the Board has determined the nature of interest on the following topics:

1. Location: Most people would prefer to have a day care center at Headquarters; a small minority expressed interest in other locations.
2. Types of facilities:
 - a) Most people would find infant care and pre-school education useful.
 - b) Normal work hours are acceptable for most potential users of the facility.
 - c) The majority of responses suggested an Agency-managed center staffed by outside trained and cleared personnel.

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SUBJECT: Proposed Day Care Center

 d) Almost all interested people are willing to pay the going rates for having a center; they do not expect subsidized care. 

3. Employment opportunities: Many respondents indicated that they know people who would either definitely apply for work at the Agency or would seriously consider working here if there were a day care center for their children. Several respondents said they knew of potential employees for the center.

The Board would be happy to answer any questions or to discuss the matter further with you at your convenience.

STAT


Chairman FWP

ADMINISTRATIVE-INTERNAL USE ONLY

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Proposed Day Care Center

FROM:

James N. Glerum
Director of Personnel
5 E 58

EXTENSION

NO.

DATE

15 June 1982

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. D/EEO
606 Chamber of Commerce

4/17

4/17

JH

2.

4/17

JH

3. Chair, Federal Women's
Program Board

4/17

JH

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

PREVIOUS
EDITIONS

D/Pers

8.2 7094

(O/EEO FILE ~~EEO-82-768~~)

15 June 1982

MEMORANDUM FOR: Deputy Director for Administration

FROM: James N. Glerum
Director of Personnel

SUBJECT: Proposed Day Care Center

REFERENCE: Memo to Ex Dir fr Chair, Federal Women's
Program Board, dtd 25 May 1982, same
subject

Harry:

Attached is a memorandum from the Federal Women's Program Manager (FWPM) proposing a day care center. The Executive Director forwarded it to me. As you know, Federal funds cannot be expended for this purpose without specific authorization and location within the new or other building and would raise security, cover and clearance problems. Nevertheless, I believe we owe the FWPM a response and would like to discuss it at your convenience.

ILLEGIB

James N. Glerum

Att

cc: Executive Director
FWPM via D/EEO
DD/Pers/SP

ADMINISTRATIVE-INTERNAL USE ONLY

May 1982

ILLEGIB

Executive Registry

82-154/5

MEMORANDUM FOR: Executive Director

THROUGH : D/EEO [redacted]
Federal Women's Program Manager

FROM : Chair, Federal Women's Program Board

SUBJECT : Proposed Day Care Center

ILLEGIB

Summary: In 1981 the DDI (NFAC) Working Group of the Federal Women's Program circulated a directorate-wide survey to determine the interest in having a day care center for Agency employees. Based on the overwhelmingly positive response to that survey, the Working Group asked the FWP Board to look into the issue Agency-wide. A subcommittee of the Board was formed to conduct an informal inquiry to determine the extent and nature of interest in a day care center, as well as preferences on a wide range of related subjects. The Directorate Working Groups were asked to sample opinion in their directorates.

Findings: As a result of that inquiry, as well as a more general awareness of such things as the growing number of working parents (substantiated by the 1981 census) and the need to recruit more of those working parents for the Agency, the Board has found that substantial interest exists in forming a day care center. The Board recommends that the highest level of Agency management should consider whether such a facility is feasible in the new building or another location. If it is feasible, we feel that steps should be taken soon to ensure its existence in the future.

Based on our specific questions to the Directorate Working Groups, the Board has determined the nature of interest on the following topics:

1. Location: Most people would prefer to have a day care center at Headquarters; a small minority expressed interest in other locations.
2. Types of facilities:
 - a) Most people would find infant care and pre-school education useful.
 - b) Normal work hours are acceptable for most potential users of the facility.
 - c) The majority of responses suggested an Agency-managed center staffed by outside trained and cleared personnel.

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ADMINISTRATIVE-INTERNAL USE ONLY

SUBJECT: Proposed Day Care Center

d) Almost all interested people are willing to pay the going rates for having a center; they do not expect subsidized care.

3. Employment opportunities: Many respondents indicated that they know people who would either definitely apply for work at the Agency or would seriously consider working here if there were a day care center for their children. Several respondents said they knew of potential employees for the center.

The Board would be happy to answer any questions or to discuss the matter further with you at your convenience.

STAT

Chair FWP

82-15451

7 SEP 1982

MEMORANDUM FOR: Chair, Federal Women's Program Board

FROM: Charles A. Briggs
Executive Director

SUBJECT: Proposed Day Care Center

1. Agency management has given careful attention to day care center proposals for over ten years. There have been two very thorough studies conducted by the Agency which were concluded in 1972 and 1979. These studies indicated that an Agency Day Care Center was not feasible at those times for a variety of reasons. If you have not seen these materials, the Director of Personnel would be happy to make them available to you.

2. One of the major problems facing any proposal for a day care center is the lack of available and suitable space. As you indicate in your memorandum, most people would prefer to have such a facility located at Headquarters. In forwarding your memorandum to me, the Director of EEO suggested consideration of the feasibility of a day care center in the new building. The DDA indicates that current space requirements in the Headquarters Building already exceed our capacity by 72,000 square feet. Further, with the planned consolidation of employees from outlying areas into the new building, there would not be adequate space to accommodate a day care center within the maximum net amount of space which would be available in that facility.

3. I have consulted with the Director of Personnel on this matter and it does not appear that there has been a significant change in any of the key factors since the last day care center study was completed in 1979. That study concluded with a recommendation that your group monitor the situation for possible future consideration. I am pleased to see that you are doing this and urge you to continue. The Director of Personnel assures me that his office will be alert to any changes that may occur with regard to day care centers for Federal employees.

STAT

Charles A. Briggs

CIA

FEDERAL WOMEN'S PROGRAM BOARD

1982 ANNUAL REPORT

1. Throughout the last year the Federal Women's Program Board has represented the needs of women in the Agency with respect to their continuing professional growth and issues which affected them. Board members have given freely of their time to research issues in order to advise senior managers and the Office of EEO of women's concerns and also to bring essential person power to activities on behalf of women at a time when the resources available at the directorate level and in OEEEO have become more constrained and are directed more toward recruiting rather than continued professional growth.

2. Pursuant to paragraph I.f. of the Board's charter, a report of the Board's significant activities during calendar year 1982 is herewith submitted.

3. Two of the most significant activities initiated in calendar year 1981 were concluded during 1982.

a. Day Care Center Recommendation. A committee was established in 1981 to study employee support for day care facilities on or near Agency premises. The committee conducted an informal sampling of employees, the results of which indicated a widespread interest in a day care facility on the Headquarters compound. A recommendation was submitted to John McMahon, Executive Director, through D/OEEEO requesting that the possibility of allocating space in the new building for a day care center be investigated. In response, a memorandum was received from the Executive Director stating that the new building would not have adequate space to accommodate a day care center. The Board was asked to continue to monitor the situation for possible future consideration.

b. Review of An action officer from the Board was appointed to review the progress of a policy which deals with married Agency employees when one is transferred to a new location. The action officer worked closely with those drafting the changes on behalf of the Board and the FWPB was thoroughly briefed on changes which were incorporated.

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4. Several projects were initiated and completed in 1982.

a. Participation in Women's History Work. The Board sponsored the guest speaker during Women's History Week, 8-15 March. A committee was formed and nominations were made. Dr. Sharon Lord, Deputy Assistant Secretary for EEO and Safety at DOD, was invited to speak on 10 March. Dr. Lord was introduced by Mr. Fitzwater, DDA. The presentation was enthusiastically received by a capacity audience in the Headquarters auditorium.

b. Charter Revision. In its continuing effort to be responsive to the needs of women in the Agency and to promote continuity on more detailed projects, the Board effected the following charter revisions: (1) Members' one year terms would be automatically renewable for an additional year unless the members or directorate requested otherwise, (2) The Board would advise senior management through D/OEE0 as well as D/OEE0 and the Federal Women's Program manager.

5. Two major Board projects which were conceived and planned in 1982 will be implemented primarily in 1983.

a. Career Assistance Seminars. The Board initiated and is sponsoring a series of career seminars directed primarily at women and presented monthly beginning in January 1983. The speaker for the first seminar was DDI Chief of the Product Evaluation Staff, Helene Boatner. The response to the seminars has been overwhelming resulting in audiences of 150 to 240 women and men. Scheduling for the seminars has been completed through June 1983.

b. Statistics Update. A committee was formed to update the Board and, if necessary, senior management through OEE0 on the grade status of women in the Agency and possible gains and losses which have occurred in the last several years in order to facilitate Agency planning toward more equitable representation of women in management. The project is ongoing.

Respectfully submitted,

Chair, Federal Women's Program Board

STAT

83-1788

ROUTING AND RECORD SHEET

att D/pers 83-12 81

SUBJECT: (Optional)

Agency Physical Fitness Program

FROM:

Director of Medical Services
Room 1D4061 Headquarters

EXTENSION

NO.

DD/A Registry

83-0311/33

DATE

14 June 1983

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Director for Administration
Room 7D-18 Headquarters

14 JUN 1983

15 JUN 1983

Jm

3. Director of Personnel
Room 5E-58 Headquarters

15 JUN 1983

R

5. Comptroller
Room 4E-06 Headquarters

6/17/83

Am

5-7 Transfer of

Responsibility

Take Place until

1 Oct. 1983.

7. Executive Director
Room 7E-12 Headquarters

21 JUN 1983

col/ams

12. Director of Medical Services
Room 1D4061 Headquarters

13.

14.

15.

FORM 1-79 610 USE PREVIOUS EDITIONS

CO. 1 83-606D/Pers
83-1788

14 June 1983

DD/A Registry
83-0311/33

MEMORANDUM FOR: Executive Director

VIA: Deputy Director for Administration
Director of Personnel
Comptroller

FROM: Robert A. Ingram, M.D.
Director of Medical Services

SUBJECT: Agency Physical Fitness Program

1. Action Requested: This memorandum contains recommendations regarding the Agency Physical Fitness Program for your approval.

2. Background:

a. In 1799 James Easton published a volume on human longevity; he noted that "an idler never attains a remarkable old age." This astute observation is even more applicable today in view of our current knowledge of basic physiology and structured exercise. A structured exercise program has beneficial cardiovascular and metabolic effects and, in addition, enables an individual to perform routine physical tasks with a minimum expenditure of energy and still have a reserve for stress situations.

b. Sensitive to the beneficial effects of physical fitness, the Labor-Management Group Position Papers on Health Care Costs recommended in 1978 that private industry "make health education programs available to all employees and support the development of programs that improve health status." Private industry responded to this recommendation in a laudable fashion. One of the most elaborate physical fitness programs was developed by the Xerox Corporation in Leesburg, Virginia. This facility includes athletic fields, a swimming pool, two gyms, tennis and racketball courts, a weightlifting room, and many wooded areas for jogging. Other large corporations responded in a like fashion.



SUBJECT: Agency Physical Fitness Program

c. Many of these health education programs have been developed for the Agency by the Office of Medical Services (OMS). The physical fitness room located in the Headquarters Building (under the aegis of the Office of Personnel) is limited in scope because of space and resource constrictions.

d. A quality physical fitness program can be justified on the basis that some components within the Agency must maintain physical fitness readiness in order to accomplish their mission. With an augmented professional staff and appropriate funding, the OMS can supervise a physical fitness program which will be a great asset for the Agency.

3. Staff Position: In order to further improve health in the workplace, the Agency needs to make a significant perceptual change from a passive role to an active role in support of a physical fitness program, which would buttress the ongoing preventive occupational health programs.

If this change is made, one of the first areas requiring attention will be the Headquarters physical fitness room. This facility should be directed and managed by the OMS where it will have its strongest justification and value and could be the nucleus of an Agency physical fitness program. There is not adequate space, equipment, or money to support a comprehensive physical fitness program at this time, but there is hope for the future. If the Agency receives approval and funds for the construction of a new building, there should be an opportunity to consider the type of facility necessary to meet the health and fitness needs of the Agency.

4. Recommendations: It is recommended that you approve the following actions to improve the Agency Health and Fitness Program:

a. Responsibility of the Headquarters Fitness Room and Program will be transferred from the Office of Personnel to the OMS effective 5 July 1983. The supervisor of this facility, [redacted] and all related personnel and nonpersonnel funds for the remainder of FY 83 and budgeted for FY 84 and FY 85 will be transferred to the OMS.

STAT

SUBJECT: Agency Physical Fitness Program

b. The OMS will, henceforth, be responsible for developing and managing programs in support of the physical fitness of Agency employees. This is in recognition of the fact that physical fitness is an important ingredient in preventive medicine and that physical fitness is essential to the performance of a significant number of Agency assignments.

c. The OMS in conjunction with the Office of Logistics will initiate plans and proposals for a Health and Fitness Center to be considered for the new building.

STAT

[Redacted Signature Box]

Robert A. Ingram, M.D.

CONCUR:

STAT

[Redacted Signature Box]

Deputy Director for Administration

6/15/83
Date

CONCUR:

STAT

[Redacted Signature Box]

Director of Personnel

15 JUN 1983

Date

APPROVED:

STAT

[Redacted Signature Box]

Executive Director

6/24/83
Date

[The Comptroller note: go ahead and transfer
request responsibility now; for ease of records
control, use FY date for transfer]

SUBJECT: Agency Physical Fitness Program

STAT

OMS/Ex

Distribution:

Orig - Addressee (to be returned to D/OMS for Official File)

1 - ExDir

1 - DD/A

1 - Comptroller

1 - D/Pers

1 - D/OMS

DD/A Registry

83-0311/21

13 MAY 1983

MEMORANDUM FOR: Executive Director

THROUGH: Deputy Director for Administration
Director of Medical Services

FROM: James N. Glerum
Director of Personnel

SUBJECT: Agency Physical Fitness Requirements

1. In recent months, we have reviewed a proposal to include a physical fitness center in the new building. During the course of the review, we have examined the physical fitness requirements for Agency personnel. Based upon that examination, I have determined that many Agency positions require personnel to maintain a high level of physical fitness to enable such personnel to perform their official duties, furthermore, existing fitness facilities are inadequate to allow such personnel to maintain the required level of physical conditioning.

2. In our review, we have examined the Factor Evaluation System (FES) insofar as it relates to determining the physical requirements of Agency positions. The FES system is a means by which PMCD evaluates nine factors that must be addressed in Agency position descriptions. One of the nine factors measured under FES is "physical demands." However, because this factor normally is the least significant of the nine factors used to determine position grade levels, position descriptions do not adequately address the full physical activity for Agency positions. For instance, a position may require significant amounts of physical activity, but because this one factor does not carry significant enough weight to add a grade to a position, the position description may not describe all of the physical activity inherent in that position.

25X1 3. Although position descriptions may not describe in full the nature of the physical activity required there are many positions which require that personnel filling these positions maintain a high level of physical fitness. Pursuant to my duties as Director of Personnel in the CIA, and after consulting with appropriate line managers and medical personnel, I have concluded that certain Agency positions require a high level of physical fitness: including [redacted] positions requiring operational training, including Career Trainees; positions which require the employee to be qualified for TDY standby; and positions on the DCI protective staff. Persons in each of these categories are required to maintain a high level of physical fitness. In the absence of such levels of physical fitness, the ability of these employees to perform their assigned duties could be seriously impaired.

DCI
EXEC
REG

CONFIDENTIAL

25X1 4. Persons [redacted] are required to perform activities similar to those performed by members of the U.S. Armed Forces, but very often under conditions which are even more adverse than those experienced by all but a very few of the elite combat forces. These activities
25X1 can include [redacted]. Such activities can be undertaken only by persons who are in peak physical condition.

5. Persons who are engaged in operational training, including Career Trainees, similarly require a high level of physical fitness because such persons are required to be cross-trained in a wide variety of disciplines,
25X1 [redacted]. The ability to perform a wide variety of operational activities requires that training be extremely rigorous and involve situations which, while not commonly experienced by all operational personnel; could require prolonged physical exertion at short notice. For example, the duties of these personnel can involve long hours of surveillance activity. Clearly, a high level of physical fitness is necessary to enable operational personnel to effectively perform such duties.

6. Persons who are on TDY standby must be available at a moment's notice to go to the four corners of the world. The Agency's travel requirements, particularly TDY travel requirements, are often of an emergency nature and can be in a wide variety of climates and terrains, often with limited available
25X1 medical facilities. [redacted]

25X1 [redacted] Obviously, these employees must be in top physical shape in order to carry out the diverse missions on which they are sent.

7. Persons assigned to the DCI protective staff, similar to members of the U.S. Secret Service, must be physically equipped to meet a wide array of possible threats to the life of the Director and Deputy Director. They must operate under enormous pressure for long periods of time at the utmost levels of alertness and vigilance. To sustain the strains involved, and to instantly react to threats in an effective and measured way requires personnel in peak physical condition.

8. In summary, personnel filling the positions described above must maintain a high level of physical fitness at all times to effectively perform their official duties. I have determined that fitness facilities currently available at Headquarters are inadequate to allow these personnel to maintain the required level of physical conditioning. Existing facilities are extremely overcrowded, making it inconvenient if not impossible for employees to rely in any great measure on the use of these facilities to remain physically fit. Therefore, I have concluded that physical fitness facilities should be constructed in the new building. The number of CIA jobs requiring high levels of physical conditions provides a more than sufficient basis to support construction of such facilities.

9. This issue has been discussed in detail with the DDA and he is prepared to assume responsibility for the physical fitness facilities within the Office of Medical Services.
25X1 [redacted]

✓ James N. Glerum

CONFIDENTIAL

CONFIDENTIAL

SUBJECT: Agency Physical Fitness Requirements

CONCUR:

25X1



Deputy Director for Administration

5/19/83
Date

Distribution:

Original - Addressee

1 - Executive Registry

2 - DDA

1 - D/Pers

1 - DD/Pers/SP

CONFIDENTIAL